

1. If you want to change the color of an image (photograph, clip art, screenshot, or screen clipping) in your document, which button on the Picture Tools should you click? (Pick one answer.)
 - a. The **Corrections** button.
 - b. The **Color** button.
 - c. The **Artistic Effects** button.
2. Word puts a red underline beneath text. The word must be misspelled. (Pick one answer.)
 - a. True.
 - b. False.
3. To delete text, what's the first thing you do? Pick one answer.)
 - a. Press DELETE.
 - b. Press BACKSPACE.
 - c. Select the text you want to delete.
4. After you've cut text, you can't get it back. (Pick one answer.)
 - a. True.
 - b. False.
5. If you've inserted art into a header and want to move it around outside the text line, which menu should you look for? (Pick one answer.)
 - a. The **Align** menu.
 - b. The **Artistic Effects** menu.
 - c. The **Wrap Text** menu.
6. You've created a chart. Now you need to compare data another way. To do this, create a second chart. (Pick one answer.)
 - a. True.
 - b. False.
7. To do math in Excel, start by typing which of the following? (Pick one answer.)
 - a. Parentheses
 - b. Numbers
 - c. An equal sign.
8. You can always change conditional formatting rules after you apply them. (Pick one answer.)
 - a. True.
 - b. False.
9. When sizing and positioning pictures on a slide, it's important to do which of the following? (Pick one answer.)
 - a. Size the picture to 5.07" by 5/7".
 - b. Maintain the aspect ratio, keeping the relative height and width the same.
 - c. Size and move the picture by using the four-headed arrow.
10. On the Insert tab, if you want to insert a screen clipping in your document, which button do you click? (Pick one answer.)
 - a. The **Clip Art** button.
 - b. The **Screenshot** button.
 - c. The **Picture** button.
11. When should you save your document? (Pick one answer.)
 - a. Soon after you begin working.
 - b. When you are through typing it.
 - c. It doesn't matter.
12. To move through a document, you must press the DOWN ARROW key to get from the top to the bottom of the document. (Pick one answer.)
 - a. True.
 - b. False.
13. You create a chart. But later on you don't see the Chart Tools. What do you do to get them back?
 - a. Create another chart.
 - b. Click the **Insert** tab.
 - c. Click inside the chart.
14. Every formula in Excel starts with an equal sign. (Pick one answer.)
 - a. True.
 - b. False.
15. To add a new column, click a cell in the column to the left of where you want the new column. (Pick one answer.)
 - a. True.
 - b. False.

16. To print a spreadsheet, what do you do first? (Pick one answer.)
- Click the **File** tab.
 - Right-click in a cell.
 - Click the **Home** tab.
17. You can apply conditional formatting to an Excel table, which already has its own formatting. (Pick one answer.)
- True.
 - False.
18. A PowerPoint theme contains which of the following three key elements? (Pick one answer.)
- A group of special colors; fonts that look good in any color; shadows.
 - Colored textures; fonts that are easy to see on a large screen; shadows and reflections.
 - A color scheme; coordinating fonts; special effects such as shadows, glows, bevels, reflections, 3-D, and more.
19. In the SmartArt Tools on the ribbon, where can you see the different SmartArt graphics that are available? (Pick one answer.)
- On the **Format** tab under **SmartArt Tools**, in the **Shape Styles** group.
 - On the **Design** tab under **SmartArt Tools**, in the **Layouts** group.
 - On the **Design** tab under **SmartArt Tools**, in the **SmartArt Styles** group.
20. To move text from one location to another, copy the text. (Pick one answer.)
- True.
 - False.
21. If you're building header and footer content yourself and want to open the Field dialog box, which command do you start with? (Pick one answer.)
- The **Header** command.
 - The **Quick Parts** command.
 - The **Page Number** command.
22. You can't change the chart type after you create a chart. (Pick one answer.)
- True.
 - False.
23. When you select a conditional formatting option such as data bars for example, you can only use the samples you see. (Pick one answer.)
- True.
 - False.
24. To delete conditional formatting, select the cells you want to clear the formatting from, and then what? (Pick one answer.)
- Press Delete.
 - On the **Home** tab, in the **Editing** group, click **Clear Formats**.
 - On the **Home** tab, in the **Styles** group, click **Conditional Formatting**, click **Clear Rules**, and then select the appropriate option.
25. How do you insert a new slide? (Pick one answer.)
- On the **Insert** tab, in the **Images** group, click **Screenshot**.
 - Click the arrow under the slide icon on the **Home** tab, next to **New Slide**.
 - Click **Add New Slide** on the **Insert** tab.